Minutes from the April 21, 2004
Printing and Mail Managers Exchange Forum Teleconference

Twenty-four individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

Comments/Additions to last Months Minutes

No Teleconference was held in March 2004

Mail Agenda items ……………..

Mail Management Profile Report – Results & Updates

Al Majors from DOE Headquarters informed the group that approximately 95% of the sites have submitted their Mail Management Profile Report. Preliminary results from the data collected, which includes Headquarters, shows that the Department spent approximately $6,000,000 on postal expenses in FY03. Mr. Majors thanked the sites for providing the required data. The Mail Management Profile Report will forwarded to the General Services Administration (GSA).

Anthony Garcia of Los Alamos National Laboratory informed Mr. Majors that his office did not receive the call letter requesting data on postal expenses, and asked what information is required. Mr. Majors responded by saying that a letter was sent to site managers and mail managers stating the requirements needed to complete the Departmental Mail Management Profile Report, and that he would e-mail the requirements to Mr. Garcia.

Upcoming Changes and Requirements for the Mail Management Report from GSA and DOE Headquarters

Mr. Majors informed the group that GSA is having a committee meeting to review the current requirements. The date for the meeting has not been determined. The requirements may include the cost per piece that agencies spend to mail items, or may be replaced by requiring the total annual piece count. Headquarters has not finalized the date that sites need to supply this information, and while it is expected to be earlier than previous years it will still fall between October 31st and December 31st, 2004 .

No questions were asked on this topic.

Mail Center Security – Benchmarking

Mr. Majors informed the group that Headquarters is benchmarking various mail security devices. Tony Nellums from Headquarters has recently talked with the Capitol Hill Police in regards to the types of mail security devices they are currently utilizing. Mr. Nellums informed the group that Headquarters is planning to send a survey letter to sites asking whether or not any mail screening is being done. Mr. Majors asked the group to provide any information on various

types of mail center screening devices that are being used in the field and any devices that the field is considering using or purchasing.

Cathy Marciante from the Oak Ridge Operations Office asked if Headquarters mail managers had met with Headquarters security on identifying various mail security devices that are being used throughout the government and private sector. Mr. Majors said that his office had met with Headquarters security and other agencies on mail security devices.

Linda Adams from the Savannah River Operations Office said that the Health and Safety Office did an audit at her mail facility and the results were very helpful for obtaining funding for additional mail security equipment. Anthony Garcia from Los Alamos National Laboratory said an audit was also done at his mail facility.

Upcoming National Postal Form

Mr. Majors informed the group that the National Postal Forum would be held in Washington, DC on September 19 – 22, 2004. Some sites indicated that no funding is available and the end of the year: heavy workload requirements may prevent them from attending the forum. Some members indicated that the month of September is not the best time of the year for having the forum due to anticipated heavy workload. Information on the upcoming forum can be obtained from the following website address www.usps.com.

Phase 4 Meters Requirements

Mr. Majors informed the group that in 2006 the requirement would take effect that all metering equipment must be encrypted digital meters. The new requirements are intended to help prevent usage of meters without providing funds for mailing to the U.S. Postal Service. Some older model Pitney Bowes metering equipment can be upgraded. Tony Nellums asked the group to contact Pitney Bowes to determine what equipment can be upgraded.

Printing Agenda Items………………..

Update on the Joint Committee on Printing Commercial Printing Report

Dallas Woodruff from Headquarters informed the group that Headquarters has received a report from 3 sites. The due date is May 12th. Dallas said he would accept negative reports submitted by e-mail, but for sites that list items that were procured outside of GPO a signature is required on the form.

No questions were asked on this topic.

Departments Printing and Mail Conference

Mr. Woodruff informed the group that Headquarters' printing and mail representatives would be meeting to discuss having a Printing and Mail Conference during FY05. Both Mr. Majors and

Mr. Woodruff would participate on the conference planning committee. Most members of the group suggested that the conference be held at LasVegas, Nevada or Albuquerque, New Mexico. A discussion was held on locating a site that would accommodate a large number of persons, and also on having it during the springtime.

U.S. Government Printing (GPO) Regional Printing Procurement Offices

Dallas Woodruff from Headquarters informed the group that the Government Printing Office is in the process of reorganizing its RPPO facilities. The reorganization is being reviewed because the RPPO have been losing funds the past few years. Some RPPO's may only provide press sheet inspection, design work and other customer service requirements. The GPO is planning to meet with agencies printing managers to discuss what the impact of the reorganization may be to agencies printing requirements, and what new services agencies would like GPO to provide. GPO is also providing a questionnaire to agencies before each meeting.

Some sites representatives would like the RPPO's to handle their billing requirements instead of the main GPO because they have experienced billing problems. Linda Adams said her site and other agencies are meeting GPO representatives in Charleston, SC on April 23rd in regards to the reorganization. Cathy Marciante from Oak Ridge Operations Office also said her site is scheduled to have a teleconference with GPO and that Dallas would be provided the number to participate.

GPO PICS Web System

Mr. Woodruff informed the group the GPO PICS Web system is an information tool that allows agencies to track the progress of their jobs. The system can also be used for typing the GPO 2511 requisition form and submitting it electronically to GPO. However; the information can not be downloaded into your own job tracking system. The PICS Web system can not be used at this time to type the GPO SF-1 requisition form. Mr. Woodruff said he would e-mail the PICS website address for those that would like to utilize the system.

Job Tracking System

Mr. Woodruff informed the group that Headquarters is looking for a new job tracking system to be used for GPO procurement, in-house duplicating, and the distribution center. Meg Milligan said the Margaret O'Brien at Headquarters had seen a demonstration of a tracking system that may be installed at the Hanford site.

Attendance

Strategic Petroleum Reserves Office	Western Area Power Administration
Savannah River Site	National Renewable Energy Laboratory (2)
Oak Ridge Nat. Lab (2)	Oak Ridge Operations Office
Los Alamos National Laboratory (2)	Nevada Site Office
Schenectady Naval Reactors (2)	National Nuclear Security Administration, Nevada

Headquarters (3)
Southwestern Power Administration
Schenectady Naval Reactors
Carlsbad Field Office

Bechtel Nevada
Grand Junction Office
National Security Complex Y-12 (2)